

# City Manager's WEEK IN REVIEW

In an effort to better inform Council, employees and the public about current City activities and issues, the City Manager's Office issues the Week In Review with highlights from staff activities for the prior week. The Week In Review is published and distributed every Monday. If you have comments, questions or suggestions regarding the Week In Review, please contact City Manager Eden Freeman at [citymanager@winchesterva.gov](mailto:citymanager@winchesterva.gov) or 540-667-1815.

## PUBLIC SAFETY

### Winchester Police

- Held SWAT training.
- Held Community Response Team meeting.
- Led S.A.L.T. (Seniors & Law Enforcement Together) Council meeting.
- Organized and conducted a successful National Night Out Event for the community with an estimated 2,000 attendees.
- Met with Emergency Management to update City's ESF-#15 External Affairs plan.
- Attended Substance Abuse Coalition Meeting.
- Timbrook House summer program ended.

Police Activity	#
Calls for Service	829
Violent Crimes	11
Property Crimes	32
Accident Reports	16
Alarms	32
False Alarms	
Directed Patrols	69
Directed Patrols Old Town (OTW)	19
Extra Patrols	85
Extra Patrols OTW	1
Traffic Citations	33
Written Warnings	38

### Winchester Fire & Rescue

- Conducting new radio system training for department and Frederick County personnel. This training is mandatory for all WFRD career and active volunteer personnel. Training will be conducted three times per day on week days and several times on weekends.
- Attended Communications Project Meeting.
- Deputy Chief Kensinger and Battalion Chief Orndorff attended a meeting in Richmond to discuss the Burn Building Policy with the Virginia Department of Fire Programs as well as the engineer on our burn building project.
- Participated in National Night Out in Old Town. The department also partnered with Winchester Social Services to collect school supplies for Winchester Public Schools students in need.
- Met with City Schools to discuss use of a portion of Daniel Morgan fire access road for overflow bus staging for evening pickups.

F&R Activity	#
Fire	0
Overpressure	2
EMS/Rescue	110
Hazardous Condition	5
Service Call	7
Good Intent	4
False Alarm	13
Special Incident	0
Plan Review	8
Inspections	5
Reinspections	0

### Emergency Management

- Communications Project:
  - Barring any unforeseen delays, the system cutover date has been set for September 7, 2016
  - Received and inventoried 97 Portable Radios
  - Continuing installation of mobiles and control stations
  - Conducting system training in various departments
- Conducted Winchester Public Schools transportation training.
- Participated in National Night Out.

- Conducted External Affairs – ESF-15 planning meeting.

## PUBLIC SERVICES

### Public Works, Utilities, Facilities Management, Transit

- Continued the startup process for the anaerobic digesters at the Opequon Water Reclamation Facility as a part of the waste-to-energy project. The digesters are now producing a good supply of methane gas and the generators that will produce electricity by burning the methane will be started up soon.
- The asphalt repairs on Valley Avenue adjacent to Malloy Ford were successfully completed. These repairs were necessary because of a water main break that occurred a few weeks ago.

### City Projects Update

- **City Hall Brick Work**
  - The majority of the scaffolding around the building has been removed and the work on the base blocks is nearing completion. The final work on the project will consist of sealing the gaps on the granite steps in the front and back of the building. Work continues to progress ahead of schedule.
- **Handley Blvd Improvements Project**
  - The newly paved road has been striped and successfully reopened on schedule.
- **Valley/Whitlock Drainage Improvement Project**
  - Work has proceeded very well this week and everything is on schedule (weather permitting) for the street to be repaved, striped, and opened to traffic on schedule before school starts on Monday.

### Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	0	163.75	Linear feet
	Streets Repaved	.64	1.53	Lane miles
	Potholes Repaired	2	91	#
Trees	Dead/Diseased Trees Removed	6	54	#
	Trees Trimmed	2	413	#
	Stumps Removed	0	351	#
Traffic	Street Signs Installed or Replaced	6	141	#
	Pavement Markings Repainted (City)	0	1,850.33	Linear feet
	Pavement Markings Repainted (Contractor)	0	8,152	Linear feet
Refuse & Recycling	Refuse Collected	129	3,791.38	Tons
	Recycling Collected	54.4	1,710.32	Tons
	Large Item Pickups	6	87	#
Transit	Total Passengers	2,974	80,282	#
	Revenue Miles Picking Up/Dropping Off Passengers	3,832	115,061	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	366	10,892	Hours
Utility Billing	Payments Processed	1,101	41,040	#
	New Bills Mailed Out	2,915	39,029	#
	Water Services Turned Off for Non-Payment	22	795	#
Water Treatment Plant	Average Daily Water Demand	7.98	6.89	Million gallons/day
	Peak Daily Water Demand	8.37	9.06	Million gallons/day
Wastewater Treatment Plant	Average Daily Flow Treated	9.16	8.00	Million gallons/day
	Peak Daily Flow Treated	16.24	18.49	Million

				gallons/day
<b>Water Distribution and Wastewater Collection</b>	Water Main Breaks Repaired	1	24	#
	Water Meters Read	1,267	42,393	#
	Fire Hydrants Flushed	53	1,085	#
	Sewer Mains Cleaned	1,317	63,930	Linear feet
<b>Engineering</b>	Site Plans Reviewed	1	29	#
	Right-of-Way Permits Issued	1	55	#
	Stormwater Facility Inspections	1	19	#
	Erosion & Sediment Control Inspections	32	916	#
<b>Facilities Maintenance</b>	Work Requests Completed	26	499	#
	Special Events Assistance	0	6	#
	Maintenance of Pedestrian Mall	33	588	Staff hours
<b>Equipment Maintenance</b>	Total Repairs Completed	20	1,663	#

## DEVELOPMENT SERVICES

### Economic Redevelopment

- Along with City Manager, CFO and Financial Services Director, met with Frederick County representatives to discuss City/County outside agency funding program and the potential of utilizing a joint application process.
- Executed contract to make the necessary repairs to the Taylor Pavilion wall. Construction is expected to start August 22.

### Old Town Winchester

- Finalized Customer Appreciation Day details for Old Town Farmers Market on August 13.
- Promoting the Greatness Program 2.0 to downtown businesses and reviewed advertising opportunities for the Greatness Program. To date, 27 businesses signed up for the program. The OTW video is currently playing twice before every movie in the Apple Blossom Movie Theater. A Facebook ad is being created for participating businesses.
- Conducting outreach regarding OTDB vacancy – six board members terms come up for renewal in October.
- Working with downtown businesses discussing promotional opportunities.
- Coordinated Fire and Rescue Appreciation Day activities which was rained out.
- Continue promotion of August contracted events: Saturday Night Movie August 13, Friday Night Live August 19 and Sunday Concert August 21.

### Winchester-Frederick County Tourism

- Along with Mayor, City Manager, and Downtown Manager, attended Bell House Changing of Hands Ceremony and used the opportunity to network with numerous tourism partners who also attended.
- Met with the George Washington Hotel about potentially being the host for a very specialized media conference in September 2017. More details to come if bid application is successful.
- Attended a Top of Virginia Artisan Trail management team meeting in Berryville regarding final proofing of the upcoming brochure/map, and also worked on logistics for the launch celebration in September.
- Worked with our Shenandoah Spirits Trail partners on the final proofing of the upcoming brochure/map to be released in September.
- Laid out initial plans and possible contracts with two photographers to get custom photos ranging from special events to scenery to special staged shots. Photography likely to take place September-October.
- Attended a monthly regional tourism director meeting for the Shenandoah Valley. Discussed current status of the major branding project underway, as well as logistics for the upcoming Shenandoah Valley Lunch and Learn session with Virginia Tourism staff in Richmond.
- Went with staff to the Cove Campground for a site visit and meeting with management to get familiar with their tourism asset offerings and listen to ideas and input.

## Planning

- Staffed Planning Commission Work Session on August 2:
  - Reviewed Northside Corridor Enhancement (CE) Districts and briefed commissioners on second public information meeting held on Wednesday, July 27. Reviewed possible alternative alignment for Fairmont Avenue overlay district which would extend straight down Fairmont Avenue rather than angling over along Wyck Street and then down N. Cameron Street. Commission favored this alternative and will consider resolution to amend proposal. A third public information open house will be held in late August to update property owners in advance of readvertised rezoning request. The item had been tabled after the public hearing was closed during the June 21 Commission meeting.
  - Reviewed Conditional Use Permit for reapproval of Ali Baba Hookah Bar Establishment on Berryville Ave.
- Conducted site inspections at WMC Cancer Center and John Kerr Elementary School prior to Zoning & Inspections issuing temporary occupancy permits.
- Staffed August 4 BAR meeting. Request for antennas on Taylor Fly Tower was tabled due to applicant not present at meeting.
- Met with representatives from Ricketts Drive, and separately, representatives from Meadow Branch Downs to review proposals to get City to accept private streets. Ricketts Drive proposal will likely not be pursued according to applicant.

## Zoning & Inspections

- Completed:
  - 64 building permit inspections and issued 35 building permits (\$2,125,664 valuation). Notable projects:
    - 2350 S. Pleasant Valley Road – New Murphy Oil Gas Station - \$865,000 valuation
    - 1415 Amherst Street – Mechanical/Gas Equipment Upgrades (Frederick County School Board Offices) - \$1,020,000 valuation
  - 93 code enforcement inspections and initiated 31 new cases
  - 3 new business reviews (2 Certificates of Business, 1 Certificate of Home Business)
- Attended the Planning Commission work session. The Commission discussed a renewal request for the Ali Baba Hookah Bar's conditional use permit at 932 Berryville Avenue. They will hold a public hearing on the request on August 16.
- Attended the Community Response Team meeting.
- David Parker was recently promoted to the new Combination Plans Reviewer/Inspector position within the Zoning & Inspections Department. Dave started employment with the City in 2001 as a Parking Enforcement Officer and was subsequently selected in 2004 to be a Code Compliance Inspector.

Permit #	Type	Address	Description	Value
15 0000766	CIFI	2350 S Pleasant Valley Rd	New Gas Station	\$800,000
15 0000766	MECH	2350 S Pleasant Valley Rd	2 Tanks 6 Dispensers	\$65,000
15 0000950	FIRE	110 Keating Dr	Alterations/Additions	\$7,500
15 0001162	FSUP	1671 S Pleasant Valley Rd	New Structure	\$2,000
16 0000048	FIRE	1330 L.P. Hill Dr	Addressable System	\$15,031
16 0000694	BLDG	400 Campus Blvd	Foundation For Signs	\$9,800
16 0000694	SIGN	400 Campus Blvd	4 Signs For Cancer Center/Movi	\$9,800
16 0000726	RREM	209 Parkway St	18x52 Swimming Pool	\$260
16 0000730	SIGN	136 S Cameron St	2 Projecting Signs	\$500
16 0000738	BLDG	1810 S Loudoun St	Asbestos Removal	\$6,900
16 0000743	AMUS	Loudoun St Mall	Inflatable For National Night	\$500
16 0000747	ELEC	260 Jubilee Ct	New Bldg 15-338	\$0
16 0000748	ELEC	1864 Old Jube Sq	New Bldg 15-337	\$0
16 0000749	ELEC	410 N Kent St	1 Circuit	\$0



16 00000750	ELEC	48 Bellview Ave, Apt2	Repair	\$0
16 00000751	ELEC	225 W North Ave	Hot Tub	\$0
16 00000752	ELEC	215 Sharp St	Gas Furnace	\$0
16 00000125	FIRE	2630 S Pleasant Valley Rd	New Addressable System	\$4,500
16 00000489	MECH	1415 Amherst St	New & Replacement Rtu's	\$1,000,000
16 00000489	NGAS	1415 Amherst St	New Rtu's	\$20,000
16 00000563	FALL	333 W Cork St	Sprinkler System	\$6,700
16 00000627	FIRE	24 Baker St	Repair Addressable System	\$1,500
16 00000725	FSUP	101 N Loudoun St	Addition To Hood Supp System	\$2,223
16 00000727	BLDG	2270 Valor Dr	Stell Studs And Walls	\$35,000
16 00000744	PLBG	945 Meadow Ct	Finishing Basement/Bathroom	\$6,500
16 00000744	RREM	945 Meadow Ct	Finishing Basement	\$6,500
16 00000745	SIGN	427 Meadow Branch Ave	1 Freestanding Sign	\$8,000
16 00000753	ELEC	237 Jefferson St	Remodel 16-662	\$0
16 00000754	ELEC	618Tennyson Ave	Remodel 16-461	\$0
16 00000757	BLDG	2263 Valor Dr	Adding Wall Divider	\$1,000
15 00000428	FIRE	400 Campus Blvd	New Addressable System	\$50,000
16 00000367	RADI	2913 Valley Ave	Bldg Mounted Antenna & Equip	\$71,500
16 00000742	RREM	1633 Van Couver St	New Porch Roof Over Existing S	\$4,000
16 00000761	NGAS	237 Myrtle Ave	Replace Water Heater	\$50
16 00000761	PLBG	237 Myrtle Ave	Replace Water Heater	\$900
15 00000766	CIFI	2350 S Pleasant Valley Rd	New Gas Station	\$800,000
15 00000766	MECH	2350 S Pleasant Valley Rd	2 Tanks 6 Dispensers	\$65,000
15 00000950	FIRE	110 Keating Dr	Alterations/Additions	\$7,500
15 00001162	FSUP	1671 S Pleasant Valley Rd	New Structure	\$2,000
16 00000048	FIRE	1330 L.P. Hill Dr	Addressable System	\$15,031
16 00000694	BLDG	400 Campus Blvd	Foundation For Signs	\$9,800
16 00000694	SIGN	400 Campus Blvd	4 Signs For Cancer Center/Movi	\$9,800
16 00000726	RREM	209 Parkway St	18x52 Swimming Pool	\$260
16 00000730	SIGN	136 S Cameron St	2 Projecting Signs	\$500
<b>35 TOTAL</b>				<b>\$2,135,664</b>

**TYPE KEY:** NGAS=Natural Gas | TTS=Tents and Temporary Structures | PLBG=Plumbing | RREM=Residential Remodel | RESR=Residential Remodel/Additions | AMUS=Amusement Device | LGAS=Propane Gas | MECH=Mechanical | FSUP=Fire Suppression | FALL=Fire All Other | CHNG=Change of Use | RADI=Radio Tower or Antenna | NRAA=Non-Residential Additions and Alterations | NRRM = Non-Residential Remodel

## PARKS & RECREATION

- The National BMX Race was held July 29-31. 429 riders participated, bringing approximately 1,000 people in the area for the event.
- Met with Greatscapes Landscaping Company to review mowing in Jim Barnett Park.
- Preparing for Frederick Douglass Park's Family Day event on Sunday, August 7
- Showed the movie "Tangled" at the McCormac Amphitheater on Friday, July 29 and 70 people attended.
- Reviewed the Dog Park in preparation for new routine maintenance plan to be implemented every Monday, Wednesday and Friday from 2-3 pm.
- The new [fall program guide](#) has arrived and is being distributed.
- Katelyn Shea held a "Healthy Lifestyles Camp" for pre-teen girls August 1-5. Fourteen girls were enrolled in the camp which Katelyn created to complete her Girl Scout Gold Star Award.
- Our 10-week all day Summer Camp ends Friday, August 5 and the HIVE & HIVE CLUB After-School program begins Monday, August 8.



## WINCHESTER PARKING AUTHORITY

- 2,971 vehicles utilized the garages from July 27-August 2.

- As of August 3, there were 954 monthly parkers in the garages (0 rentals and 0 cancellations).
- The new part-time weekend maintenance employee begins next week.
- WPA will barricade a small section of the Loudoun Autopark ground level (northwest corner) on Friday, August 12 for Our Health's annual community yard sale on Saturday, August 13.

## SOCIAL SERVICES

- Received 47 Benefit Program applications- 27 SNAP, 22 Medicaid, 9 TANF, 4 Child Care, 5 Cooling Program.
- Currently serving the following individuals in Benefit Programs:
  - 3,946 receive SNAP
  - 200 receive TANF
  - 5,329 receive Medicaid
  - 47 receive VIEW Services
  - 30 receive Child Care subsidy
- Completing 55 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Received 9 Child and 3 Adult Protective Service referrals.
- Completed 2 Pre-Admission Screenings with the Health Department.
- Staff Attended:
  - VDSS Eligibility Supervisors' Meeting
  - Assessing Safety, Risk and Protective Capacity Training
  - Adoption New Worker Training

Weekly Activity	#
Walk-in clients	215
Client info drop offs	121
Child Protective Service referrals	
“On notice” for foster care entry by JDRC	6
Children in foster care	33
Entered foster care	0
Exited foster care	2
Child Protective Services ongoing cases	27
Adult Protective Service referrals	3
Adult services case management load	10
Adult guardianships	3
Adult protective services investigations	14
Benefit fraud investigations	10
Fraud allegations received	0
Family Services Prevention case management load	11

## SUPPORT SERVICES

### Information Technology

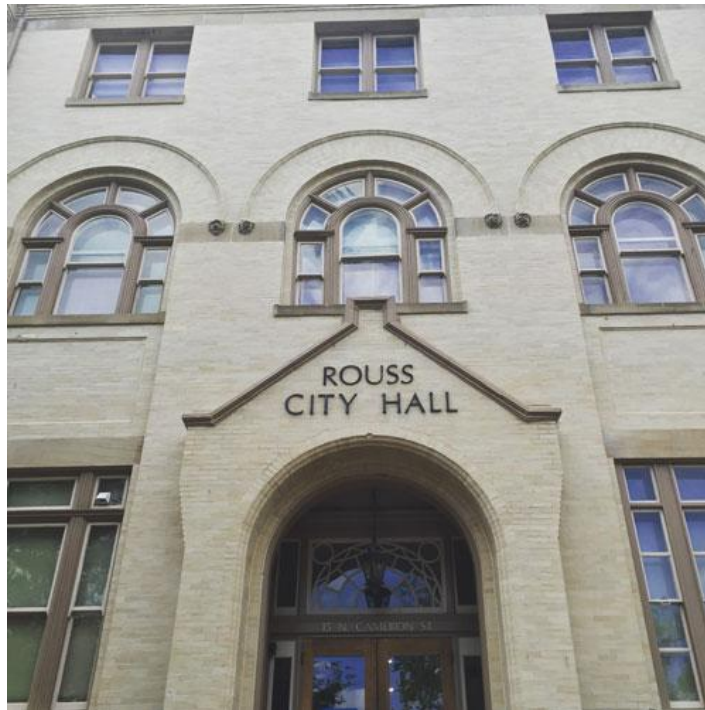
- Testing personal property program for state code changes related to PPTRA tax relief.
- Conducted second round of interviews for IT project coordinator position.
- Testing NOVAtime payroll interface with vendor.
- Work with inHance utility billing vendor to resolve post-installation issues.
- Malware Bytes PC client upgrade – 75% complete.
- New Desktop Central program deployed patches to all City clients for first time.
- Completed desktop Hardware refresh for 2016.
- Preparing older equipment for e-cycling.

## COMMUNICATIONS

- Articles in *The Winchester Star* this week:
  - July 30 –
    - City roads to reopen soon
  - August 1 –
    - Firearms taken from residence
  - August 2–
    - Photo: Rouss restoration moving forward
    - Extension may tap new growth area
    - Teenagers facing charges after 1-car collision near interstate
    - Officials invite public to National Night Out
  - August 3 –
    - Hookah bar permit drives debate during panel's discussion
    - Bank pulling out of downtown branch
  - August 4 –

- Handley Boulevard gets new paint job
- City Sheriff aims to help evicted families
- City airport reports budget surplus
- August 5 –
  - Card skimmers found at gas station
  - Police issue summons after request of indecent exposure in parking lot
- WHAG reports:
  - Council voted against a wireless cell tower being installed at Daniel Morgan Middle School [Watch](#)
  - Winchester officials host BMX competition [Watch](#)
- Sent press releases:
  - Back to School Safety (PD) [Read](#)
  - School Supplies Drive Rescheduled for National Night Out [Read](#)
  - Kelly Bell Band to Perform at the August Friday Night LIVE [Read](#)
  - Farmers Market Customer Appreciation Day [Read](#)
- Distributed August 5 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Participated in second round of IT Project Coordinator position interviews.
- Completed first draft of ESF#15-External Affairs for the City's Emergency Operations Plan and met with Emergency Management and Police PIO to discuss.
- Updated Park web pages to match fall guide.

### Photo of the Week



*Instagram: Rouss City Hall is looking like it's 1901 again with its newly repointed bricks.*